COMMITTEE REPORT

Subject:	*Review of Standing Orders and Annex A: Scheme of Delegation*
Committee:	*Full Council*
Item Number:	*17*
Date:	*9 November 2026*
Author:	*Janine Whitty, Head of Corporate & Interim Deputy Chief Executive Officer*
Report status:	*Decision*
Confidential / Exempt:	*No*

1. Report Summary

1.1 The purpose of this report is to ask Full Council to consider the recommendation of the Governance, Policy & HR Committee and approve and adopt the revised Standing Orders and Annex A, the Scheme of Delegation, incorporating the amendments agreed by the Committee.

1.2 The review has compared the Council's current Standing Orders with the National Association of Local Councils Model Standing Orders 2025 Update (England), while retaining or updating local provisions where these remain appropriate for Salisbury City Council.

1.3 The Scheme of Delegation has been reviewed alongside the Standing Orders to clarify matters reserved to Full Council, the responsibilities of committees, the distinction between committee and officer authority, and the role and delegations of the Proper Officer.

1.4 The proposed amendments are set out in the comparison tables at Appendices A and B. The tables identify the current wording, proposed wording and officer recommendation, with input and consensus from the Senior Management Team.

1.5 The Governance, Policy & HR Committee considered the revised documents and recommended that Full Council approve and adopt them, incorporating the amendments set out in this report.

2. Recommendations

It is recommended that Full Council:

2.1 Approves and adopts the revised Standing Orders and Annex A, the Scheme of Delegation, incorporating the amendments recommended by the Governance, Policy & HR Committee.

3. Background

3.1 Standing Orders are the Council's written procedural rules. They regulate Council, committee and sub-committee meetings and may also record or refer to internal governance and administrative arrangements.

3.2 The current Salisbury City Council Standing Orders have been reviewed against the NALC Model Standing Orders 2025 Update (England). Mandatory statutory or legal provisions are identified in **bold** in the model document and should not be changed in a way that alters their legal meaning.

3.3 Annex A, the Scheme of Delegation, has been reviewed at the same time because it defines matters reserved to Full Council, the authority of committees and working or steering groups, and seeks to clarify delegations to the Proper Officer.

3.4 A coordinated review is necessary to reduce duplication and inconsistency between the Standing Orders, Scheme of Delegation, Financial Regulations, Contract Procedure Rules, committee terms of reference and adopted Council policies.

3.5 The Governance, Policy & HR Committee on 5 October 2026 reviewed the comparison tables and officer recommendations. The committee agreed that the following amendments should be made to those recommendations:

SMT Recommendation	**G, P & HR Committee Recommendations**
SO 1t: Current Standing Orders include 3 minutes, however SMT recommendation to increase to 5 minutes.	SO 1t: Retain 3 minutes.
SO 3f: Current Standing Orders designates 15 minutes for public participation. Officers recommend changing this to 10 minutes.	SO 3f: Committee discussed and agreed 10 minutes.
New SO 4e: New Standing Order with recommendation that Committee and sub-committee members are required to carry out relevant research, read and review reports and documents before meetings, to ensure they can fulfil their role effectively.	New SO 4e: Replace the word "required" with "encouraged".
No current SO 29f.	New SO 29f: add the following wording: "Should the matter concern the Proper Officer, then the above actions should be referred to the deputy to the Proper Officer."

3.6 The Committee resolved to recommend that Full Council approve and adopt the revised Standing Orders and Annex A, the Scheme of Delegation, incorporating the amendments agreed by the Committee.

4. Proposal

4.1 The proposed approach is to adopt the current NALC model wording where it reflects statutory requirements or provides a clear and suitable procedural rule, while retaining or updating Salisbury City Council provisions where local arrangements require additional detail.

4.2 The principal themes arising from the Standing Orders review are:

4.2.1 updating terminology and using consistent gender-neutral language, including replacing “chairman” with “chair” where appropriate;

4.2.2 clarifying speaking limits, public participation, questions and statements, meeting procedure and the standard order of business;

4.2.3 updating provisions concerning committees, councillor responsibilities, officer-authored reports and relevant member training;

4.2.4 clarifying the roles of the Proper Officer and Responsible Finance Officer, including responsibility for corporate and financial risk management;

4.2.5 moving operational delegations from Standing Orders into the Scheme of Delegation where this provides a clearer governance framework;

4.2.6 updating cross-references to Financial Regulations, Contract Procedure Rules, Council policies and the Scheme of Delegation; and

4.2.7 removing provisions that are duplicated, obsolete, not operated in practice, or more appropriately addressed through another Council policies or documents.

4.3 The Scheme of Delegation review retains the existing committee structure but proposes clearer descriptions of committee responsibilities, meeting frequency, budget escalation and policy approval. It also strengthens the distinction between decisions that committees may determine and matters that require Full Council approval.

4.4 The revised Scheme of Delegation clarifies that requests for new or additional budget provision outside the budget already approved by the Council are referred to Full Council. It also clarifies that policy approval is governed by the Council’s Policy and Procedure Management Policy.

4.5 The Planning Committee remit is proposed to be comprehensively updated to cover planning applications, the Wiltshire Local Plan, planning policy consultations, planning appeals, highway and traffic matters, street naming and the Salisbury Neighbourhood Development Plan.

4.6 A new Proper Officer section is proposed within the Scheme of Delegation. This brings together operational authority relating to administration and services, information governance and correspondence, financial controls and procurement, staffing, legal processes and documents, safeguarding, and election or by-election processes.

4.7 The review also clarifies that the Responsible Finance Officer is responsible for the Council’s financial risk management arrangements and works in liaison with the Proper Officer, who leads and coordinates the wider risk management framework.

4.8 The proposed amendments are set out in the comparison tables at Standing Orders Appendix A and Scheme of Delegation Appendix B. The final versions presented for adoption incorporate the four amendments recommended by the Governance, Policy & HR Committee.

5. Financial Position

5.1 There is no direct expenditure arising solely from reviewing and adopting the governance documents. Implementation will be undertaken through existing officer and committee

arrangements.

5.2 Several proposed delegations concern financial controls, budget escalation, emergency expenditure, property agreements and staffing budgets. Those provisions must be confirmed by the Responsible Finance Officer as consistent with the Council's Financial Regulations and approved budget framework before final adoption.

5.3 Any future decision taken under the revised framework will remain subject to the availability of approved budget provision and the Council's applicable financial and procurement controls.

6. Legal and Governance Considerations

6.1 Full Council retains responsibility for making, amending or revoking the Standing Orders and Scheme of Delegation. The Governance, Policy & HR Committee may review the documents and make recommendations to Full Council.

6.2 Mandatory statutory and legal provisions within the model Standing Orders which are shown in **bold** text must be retained without changing their legal meaning. Local additions must be consistent with legislation, the Council's powers, Standing Orders, Financial Regulations and other adopted governance documents.

6.3 Clear delegations support lawful and timely decision-making by identifying the committee or officer authorised to act, the scope of that authority and any financial or procedural limits.

6.4 Before publication of the final documents, all numbering, defined terms and cross-references should be checked for accuracy and the final wording should be reviewed by the Proper Officer and Responsible Finance Officer within their respective areas of responsibility.

7. Consultation and Engagement

7.1 The comparison tables record recommendations prepared by the Head of Corporate & Interim Deputy Chief Executive Officer with Senior Management Team input or consensus.

7.2 The Governance, Policy & HR Committee considered the proposals on 5 October 2026 and recommended the revised documents to Full Council for approval and adoption, subject to the amendments set out below.

7.3 No public consultation is proposed because the documents govern the Council's internal constitutional and procedural arrangements. The adopted documents will be published in accordance with the Council's normal publication arrangements.

8. Strategic and Policy Alignment

8.1 The review supports good governance by clarifying accountability, decision-making authority, committee responsibilities, officer delegations, financial controls and reporting routes.

8.2 The proposed wording also improves alignment with the Council's Financial Regulations, Contract Procedure Rules, Policy and Procedure Management Policy, committee terms of reference and relevant employment, information governance and safeguarding policies.

9. Implementation and Next Steps

9.1 Subject to Full Council's decision, the next steps will be:

9.1.1 finalise the revised documents to incorporate the amendments approved by Full

Council; and

9.1.2 publish the adopted documents and communicate material procedural or delegation changes to councillors and officers.

9.1.3 This could also be supported with councillor and officer training.

9.2 Responsibility for implementation will sit with the Head of Corporate & Interim Deputy Chief Executive Officer, working with the Chief Executive Officer/Proper Officer, Responsible Finance Officer and other relevant Heads of Service.

10. Implications

Implication Area	Impact	Comments / Mitigation
Financial	Medium	No direct cost from adoption. Financial delegations, emergency expenditure, staffing budgets and property limits must be confirmed by the Responsible Finance Officer and aligned with Financial Regulations.
Legal	Medium	Standing Orders and delegations must remain within statutory powers and preserve mandatory legal provisions. Obtain legal advice where a proposed provision remains uncertain.
Risk	Medium	Unclear or inconsistent provisions could result in decisions being taken without proper authority, procedural challenge, delay or weakened accountability. Mitigation is coordinated review, clear limits, cross-reference checks and Full Council adoption.
Personnel	Medium	The Scheme includes revised delegations for staffing structures, employment matters, appeals, redundancy, market forces supplements and pension discretions. Final wording must align with adopted employment policies and agreed budget controls.
Environmental Impact	None	The governance review does not itself create a direct environmental impact.
Equalities Impact Statement	Low	Gender-neutral and accessible terminology is proposed. No material adverse equality impact has been identified from adoption of the governance documents.
Community / Public Impact	Low	Clear meeting, public participation and question procedures support transparency and public understanding of how Council business is conducted.
Procurement / Contractual	Medium	Delegations concerning procurement, tenders and contracts must remain consistent with current procurement legislation and the Council's Contract Procedure Rules.
Property / Asset	Medium	Proposed responsibilities for acquisitions, disposals, leases, licences, deeds and sealing require clear officer authorisation limits and Full Council escalation criteria.
Data Protection	Low	The Standing Orders retain controls concerning confidential information, personal data, information security, retention and data breaches. Final documents should avoid unnecessary personal data.

11. Appendices / Background Papers

11.1 Appendix A – Standing Orders Review October 2026 Comparison Table, incorporating the Governance, Policy and HR Committee's recommended amendments.

11.2 Appendix B – Annex A, Scheme of Delegation Review October 2026 Comparison Table, incorporating the Governance, Policy and HR Committee's recommended amendment.

11.3 Background papers: NALC Model Standing Orders 2025 Update (England); current Salisbury City Council Standing Orders; current Scheme of Delegation; Financial Regulations; Contract Procedure Rules; Policy Management Policy; and relevant employment and governance policies.

Appendix B

Review of SCC Standing Orders Annex A. Scheme of Delegation – November 2026

SCC Standing Orders Annex A. Scheme of Delegation v17 listed below, with proposed amendments.

Head of Corporate & Interim Deputy Chief Executive Officer **(HOC)** recommendations, with SMT consensus, for consideration.

1. COMMITTEES OF THE COUNCIL

Current SOD ref	SCC Scheme of Delegation v17 (May 2026)	Proposed SOD ref	Proposed changes to SCC Scheme of Delegation	HOC recommendation / with SMT input/agreement
1a	The Council may determine the number and type of any or all Standing committees without the need to amend Standing Orders. The council will currently appoint the following Standing Committees, which includes: i) The Finance Committee ii) The Communities Committee iii) The Environment Committee iv) The Governance, Policy & HR Committee v) The Planning Committee vi) The Commercial Services Committee vii)Any others deemed appropriate, whether temporary or permanent committees.	1a	N/A	No suggested changes
1b	Any member of the City Council may attend meetings of any committee of which they are not a member. They must declare that they are not a	1b	N/A	No suggested changes

	member, may speak on any matter only with the permission of the Chair and shall not vote.			
1c	The allocation of members to each committee is in proportion to the Full Council make-up after elections and intermittent by-election results, and through the individual 'groups', and equates to 2 committees per Councillor (plus Full Council) – ie 48 committee places with 24 councillors.	1c	N/A	No suggested changes

2 FULL COUNCIL

Matters Reserved to Full Council

Current SOD ref	Scheme of Delegation v17 (May 2026)	Proposed SOD ref	Proposed changes to Scheme of Delegation	HOC recommendation / with SMT input/agreement
2a	Setting the precept and approval of the Council's budget.	2a	N/A	No suggested changes
2b	Approval of the Annual Accounts.	2b	N/A	No suggested changes
2c	Completion of the Annual Return including the Governance Statement.	2c	N/A	No suggested changes
2d	The making, amending or revoking of Standing Orders, Financial Regulations and the Scheme of Delegation and Committee Terms of Reference.	2d	N/A	No suggested changes
2e	Review of delegation arrangements to committees, sub-committees, staff and other local authorities.	2e	N/A	No suggested changes

2f	Appointment of any new committees in accordance with standing orders.	2f	N/A	No suggested changes
2g	Appointment of members to committees.	2g	N/A	No suggested changes
2h	Fixing the dates of routine meetings of the Council and its Committees.	2h	Approve the date of routine meetings of the Council and its Committees for each municipal year.	Update wording
2i	Adoption or revision of the Council's Code of Conduct.	2i	N/A	No suggested changes
2j	Confirmation (by resolution) that the Council has satisfied the statutory criteria to exercise the General Power of Competence.	2j	N/A	No suggested changes
2k	Consider important matters of policy or principle which have been referred directly by committees or officers.	2k	N/A	No suggested changes
2l	Nomination or appointment of representatives of the Council to outside bodies (except approved conferences or meetings).	2l	N/A	No suggested changes
2m	Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Council, excluding those matters specific to a committee.	2m	N/A	No suggested changes
2n	The making, amending or revoking of bye-laws.	2n	N/A	No suggested changes
2o	Authorisation as to terms and purpose for any application for Borrowing Approval.	2o	N/A	No suggested changes

2p	Approval of purchase, acquisition by other means, lease, sale or disposal of land, property and assets of significant historical or civic value.	2p	Approval of purchase, acquisition by other means, sale or disposal of; i) Land ii) property (buildings) iii) and assets of significant historical or civic value.	Clarifying the 3 separate types of assets which require Full Council approval. Adopt revised SOD
2q		2q	Approval, amendment or termination of leases and licences over officer authorisation limits. *Deed agreements must be signed and sealed in accordance with standing order 23a & 23b.*	Defines which agreements must go to Full Council. Officers will seek legal advice as required. Adopt new SOD.
2r	Consideration of the recommendations made by a committee.	2r	N/A	No suggested changes
2s	Dismissal of Proper Officer / Chief Executive Officer.	2s	Consider dismissal and appeals of Proper Officer/ Chief Executive Officer or Head of Service in accordance with SCC Policy.	In accordance with the Disciplinary procedure for Chief Executive or appeals for Head of Service. Update SOD.

2s	Dismissal of the RFO / Head of Finance.	~~2s~~	~~Dismissal of the RFO / Head of Finance.~~	Remove, now included in 2r. Remove from SOD.
2t	Approval of key documents, policies and strategies including obligations under data protection legislation, complaints and freedom of information policies.	2t	Approval of key documents, policies and strategies in accordance with SCC's Policy Management Policy.	Amend in line with Policy and Procedure Management Policy. Adopt change to SOD.
2u	Consideration of other matters that the council may from time to time determine necessary and that fall within its statutory functions, powers and obligations.	2u	N/A	No suggested changes

3 THE FINANCE COMMITTEE

Current SOD ref	Scheme of Delegation v17 (May 2026)	Proposed SOD ref	Proposed changes to Scheme of Delegation	HOC recommendation / with SMT input/agreement
3a	Membership and Frequency of Meeting: i) 9 members of the Council who will meet as committee at least 4 times per year + January budget-setting meeting. ii) Members to be appointed by Full Council each year.	3a	i) 9 members of the Council who will meet as committee at least 4 times per municipal year, and in addition in January for budget-setting meeting.	Clearer text regarding it being each municipal year and the additional January meeting.

				Adopt amendment to SOD
3b	Matters for consideration and determination: i) All matters relating to Finance, including the recommendation of the approval of the Year End Accounts & approval of the Annual Return (Statement of Accounts) to Full Council. ii) To receive, and consider, Budget Monitoring Reports at each meeting. iii) All matters relating to Internal and external Audits. iv) Recommendations to Full Council on the proposed Capital and Revenue Budgets of all Council services and activities. v) Review and approve appropriate Council Finance Policies. vi) Approval of Leases and Licences. vii) Any other matter which may be delegated to it by the Full Council from time to time. The Head of Service for this Committee is the RFO.	3b	Amendments; v) Review and approve appropriate Council Finance Policies, in accordance with SCC's Policy and Procedure Management Policy. ~~vi) Approval of Leases and Licences.~~ ADD – To request budget holder attendance to report on activities or projects, as determined by the committee. ADD - Any matter requiring additional or new budget provision outside that previously agreed by the Council in respect of the above work areas shall be referred to Full Council for final consideration and determination. The Head of Service for this Committee is the Responsible Finance Officer ~~RFO~~.	v) Policies may need to go to Full Council if determined by Policy and Procedure Management Policy. vi) Remove leases and licences, moved to Full Council with limit included. Add new SOD allowing the committee to call upon officers to report further on activities. Add new budget requests must go to Full Council. Use RFO full title.

				Adopt amendments to SOD

4 THE COMMUNITIES COMMITTEE

Current SOD ref	Scheme of Delegation v17 (May 2026)	Proposed SOD ref	Proposed changes to Scheme of Delegation	HOC recommendation / with SMT input/agreement
4a	Membership and Frequency of Meeting: i) 7 members of the Council who will meet as committee at least 3 times per year. ii) Members to be appointed by Full Council each year.	4a	i) 7 members of the Council who will meet as committee at least 3 times per municipal year.	Clearer text regarding it being each municipal year. Adopt amendment to SOD
4b	Matters for consideration and determination - the strategic direction setting, for which there is a previously approved revenue budget, all matters relating to: i) Community Services including the Community Strategy and Priorities 2026-2029 and related community services delivery (community development, community events and Our Salisbury Pantry operations). ii) Grants, including rent-reductions, to community groups within SCC's boundaries. iii) Review and approve Safeguarding management and policies. iv) Review and approve Council-Communities' Policies.	4b	Amendments; ii) Grants, including rent-reductions, ~~to community groups within SCC's boundaries,~~ unless otherwise determined by Full Council. iii) Review and approve appropriate Council Communities' Policies, in accordance with SCC's Policy and Procedure Management Policy. vii) Any matter requiring additional or new budget provision outside that previously agreed by the Council in respect of the above work areas shall be referred to the Full Council for final consideration and determination.	ii) Clarify that all grants can be approved at Communities Committee, unless otherwise determine at Full Council to reflect wording in new Grants Policy. iii) Policies may need to go to Full Council if determined by Policy and Procedure

	v) To receive, and consider, relevant Budget Monitoring Reports at each meeting. vi) To receive and consider relevant Community Infrastructure Levy matters including processing, administration and assessment of proposals. vii)Any matter requiring additional or new budget provision outside that previously agreed by the Council in respect of the above work areas shall be referred to the Finance Committee for final consideration and determination. viii) Any other matter which may be delegated to it by the Full Council from time to time. The Head of Service for this Committee is the Head of Communities.			Management Policy. vii) New budget requests must go to Full Council Adopt amendments to SOD.

5 THE ENVIRONMENT COMMITTEE

Current SOD ref	Scheme of Delegation v17 (May 2026)	Proposed SOD ref	Proposed changes to Scheme of Delegation	HOC recommendation / with SMT input/agreement
5a	Membership and Frequency of Meeting: i) 9 members of the Council who will meet as committee at least 4 times per year. ii) Members to be appointed by Full Council each year.	5a	i) 9 members of the Council who will meet as committee at least 4 times per municipal year.	Clearer text regarding it being each municipal year. Adopt amendment to SOD
5b	Matters for consideration and determination - the strategic management of the following, for which	5b	ii & iii and amend as follows;	Combine ii & iii to revised ii covering all Environmental

	there is a previously approved revenue budget, all matters relating to: i) Environmental Services which includes – Facilities, Streetscene, Parks & Open Spaces and CCTV. ~~ii) Review and approve Health and Safety policies, including associated risk assessments, and receive incident reports.~~ ~~iii) Review and approve Council Environmental and Facilities Policies.~~ ~~iv) The committee will deliver the council's Net Zero agenda on behalf of the council.~~ v) The committee shall receive relevant Budget Monitoring reports at each meeting. vi) Any matter requiring additional or new budget provision outside that previously agreed by the Council in respect of the above work areas shall be referred to the ~~Finance Committee~~ for final consideration and determination. vii) Any other matter which may be delegated to it by the Full Council from time to time. The Head of Service for this Committee is the Head of Environment		~~ii) Review and approve Health and Safety policies, including associated risk assessments, and receive incident reports.~~ ~~iii) Review and approve Council Environmental and Facilities Policies.~~ ii) Review and approve appropriate Council Environmental Services Policies, in accordance with SCC's Policy and Procedure Management Policy. ~~iv) The committee will deliver the council's Net Zero agenda on behalf of the council.~~ vi) Any matter requiring additional or new budget provision outside that previously agreed by the Council in respect of the above work areas shall be referred to Full Council for final consideration and determination.	Polices and determined by Policy and Procedure Management Policy. iv) Net Zero agenda currently not in a Council Plan, remove until new Council Plan adopted. vi)New budget requests must go to Full Council. Adopt amendments to SOD.

6 THE GOVERNANCE, POLICY & HR COMMITTEE

Current SOD ref	Scheme of Delegation v17 (May 2026)	Proposed SOD ref	Proposed changes to Scheme of Delegation	HOC recommendation / with SMT input/agreement
6a	Membership and Frequency of Meeting:	6a	i) 7 members of the Council who will meet as committee at least 3 times per municipal year.	Clearer text regarding it being

	i) 7 members of the Council who will meet as committee at least 3 times per year. ii) Members to be appointed by Full Council each year.			each municipal year. Adopt amendment to SOD
6b	Matters for consideration and determination: i) Review and approve Council Policies (not covered by other specialist committees), including Governance, Corporate and HR Policies in accordance with SCC's Policy and Procedure Management Policy. ii) Review Standing Orders, making appropriate recommendations to Full Council on any regulatory/legislative changes, or those pertaining to SCC. iii) Review Members Code of Conduct, Induction Handbook and other such guidance, making appropriate recommendations to Full Council on any regulatory/legislative changes, or those pertaining purely to SCC. iv) Forward updated Standing Orders and Members Code of Conduct, with Recommendations, to Full Council for approval and adoption. v) Review Corporate Governance and Risk Management. vi) Consider staff Conditions of service. vii)Review and approve employment policies. viii) Matters related to grievance, disciplinary and capability matters for the Proper Officer and senior managers, in accordance with the Council's Grievance Policy and the Council's Disciplinary & Appeals Policy. ix) Oversight of matters related to grievance, disciplinary and capability matters for all staff.	6b	Amendments; iii) Review Members Code of Conduct, Induction Handbook, Civic Handbook and other such civic or member guidance, making appropriate recommendations to Full Council on any regulatory/legislative changes, or those pertaining purely to SCC. ~~iv) Forward updated Standing Orders and Members Code of Conduct, with Recommendations, to Full Council for approval and adoption.~~ vii) ~~Review and approve employment policies~~ viii) Matters related to grievance, performance, disciplinary and capability matters for the Proper Officer and senior managers, in accordance with the Council's Policies. ix) Matters related to grievance, performance disciplinary and capability matters for all staff will be reported to committee for noting. x) Conduct annual appraisal of the Proper Officer/CEO (to be conducted by this Committee's Chair, Council Chair/Mayor and an Administration Leader) ~~following best practice~~	iii) Specify civic and member documents included Remove iv) – Is a repetition of ii & iii Remove vii) - Covered in i) viii) Added performance and expanded to all Council Policies. ix) Removed oversight and provided clarity that the action for committee is to note. x) Remove unclear wording

	x) Conduct annual appraisal of the Proper Officer/CEO (to be conducted by this Committee's Chair, Council Chair/Mayor and an Administration Leader) following best practice. xi) Consideration of appeal against dismissal by Heads of Service, in accordance with the Council's policies. xii)Recommendation to Full Council concerning dismissal of Proper Officer/CEO. xiii) Recommendation to Full Council concerning the dismissal of the RFO. xiv) The committee shall receive relevant Budget Monitoring reports at each meeting. xv) Ceremonial and civic events lead by the corporate team. xvi) The committee shall be able to receive updates and reports from other SCC committees as appropriate and necessary. xvii) Any matter may be referred by the Committee to the Full Council or other committee for information or final approval. The Heads of Service for this committee will be the Head of HR and Head of Corporate		~~xi) Consideration of appeal against dismissal by Heads of Service, in accordance with the Council's policies.~~ ~~xii) Recommendation to Full Council concerning dismissal of Proper Officer/CEO.~~ ~~xiii) Recommendation to Full Council concerning the dismissal of the RFO.~~ xv) Receive updates regarding ceremonial and civic events led by the corporate team. New xvi) Deal with redundancy matters in accordance with Council policy. New xvii) Review and approve Market Forces Supplements. New xviii) Matter relating to Pension Discretionary in accordance with the policy. New xix) Approve virements in or out of the staff budget. New xx) Any matter requiring additional or new budget provision outside that previously agreed by the Council in respect of the above work areas, including salary budget, shall be referred to Full Council for final consideration and determination.	xi, xii & xiii) Repeat of previous wording, therefore remove. xv) Provide clarity as to what the committee are receiving/doing regarding civic events. New xvi) Added to reflect process in Sickness Policy. New xvii) In accordance with the Market Forces Policy. xviii) To adhere to the Pension Discretionary Policy xix) Increase or decrease to staff budget to be approved by committee.

				xx) New budget requests must go to Full Council. - Adopt update to SOD

7 THE PLANNING COMMITTEE

Current SOD ref	Scheme of Delegation v17 (May 2026)	Proposed SOD ref	Proposed changes to Scheme of Delegation	HOC recommendation / with SMT input/agreement
7a	Membership and Frequency of Meeting: i) 9 members of the Council who will meet monthly as committee to provide an effective response to planning applications. ii) Members to be appointed by Full Council each year.	7a	N/A	No suggested changes
7b	Matters for consideration and determination: i) To comment on planning applications received from the local planning authority (i.e. Wiltshire Council). ii) To comment on behalf of the Council on Local Plans, Structure Plans, Mineral Plans, Waste Plans, Regional Plans and any other Plan or Studies as considered appropriate, including routine transport issues. iii) To comment on Licensing matters received from the local licensing authority (i.e. Wiltshire Council). iv) To comment on Highway Improvement and Traffic Survey requests as required. v) Street naming when requested.	7b	Amendments; i) To consider and comment on planning applications and other planning matters received from the Local Planning Authority. ii) To lead the Council's engagement with the preparation, review and implementation of the Wiltshire Local Plan and other relevant development plan documents. iii) Review and approve appropriate Council Planning Policies, in accordance with SCC's Policy and Procedure Management Policy. iv) To consider and respond to consultations on national, regional and local planning policy,	7b has been completely revised to better define the committee's scope and activities.

	vi) To make recommendations regarding waiting restrictions within the City. vii)Consideration of the Community Area Transport Group recommendations. viii) Retain custodianship of the local Neighbourhood Development Plan and advise upon its delivery and future updating. ix) Any other matter which may be delegated to it by the Full Council from time to time. The Head of Service for this committee will be the Head of Corporate supported by the Head of Environment.		legislation, guidance and other plans or studies relevant to Salisbury. v) To consider planning appeals affecting Salisbury and determine the Council's representations and participation as an interested party, including participation in hearings and inquiries, subject to the Council's approved budget and any further authority required by Full Council. vi) To consider Highway Improvement and Traffic Survey requests and matters arising through the Local Highway and Footway Improvement Group (LHFIG). vii) To consider street naming matters when requested. viii)To make recommendations regarding waiting restrictions and other traffic regulation proposals within the city. ix) To retain custodianship of the Salisbury Neighbourhood Development Plan and oversee its implementation, monitoring, review and future updating. x) Any matter requiring additional or new budget provision outside that previously agreed by the Council in respect of the above work areas shall be referred to Full Council for final consideration and determination. xi) To consider any other planning, development, transport or related matter delegated to it by Full Council from time to time. The Head of Service for this committee will be the Head of Corporate ~~supported by the Head of Environment.~~	

8 THE COMMERICAL SERVICES COMMITTEE

Current SOD ref	Scheme of Delegation v17 (May 2026)	Proposed SOD ref	Proposed changes to Scheme of Delegation	HOC recommendation / with SMT input/agreement
8a	Membership and Frequency of Meeting: i) 7 members of the Council who will meet as committee at least 3 times per year. ii) Members to be appointed by Full Council each year.	8a	i) 7 members of the Council who will meet as committee at least 3 times per municipal year.	Clearer text regarding it being each municipal year. Adopt amendment to SOD
8b	Matters for consideration and determination - the strategic management of the following, for which there is a previously approved revenue budget, all matters relating to; i) The Charter Market and other speciality markets. ii) All council events lead by the business team. iii) The commercial use of the Guildhall. iv) Information Centre and Shopmobility. v) Communications and Public Relations (internal and external including press, social media, website, advertising, etc). vi) Other SCC commercial opportunities (such as to foster partnership relationships with residents, commerce and other SCC organisations). vii)The Crematorium and Cemeteries services. viii) Review and approve Council Commercial Services Policies including that for dealing with the press and media.	8b	Amendments; viii) Review and approve appropriate Council Commercial Services Policies ~~including that for dealing with the press and media~~, in accordance with SCC's Policy and Procedure Management Policy. ix) The committee shall provide and review commercial activities from across the council, ~~including the crematorium.~~ New xi) Any matter requiring additional or new budget provision outside that previously agreed by the Council in respect of the above work areas shall be referred to Full Council for final consideration and determination.	viii) Add appropriate and remove dealing with media – unclear why required. ix) Write of sentence for clarity. New ix) Add to confirm new budget requests must go to Full Council.

	ix) The committee shall review any other commercial considerations from across the council, including the crematorium. x) The committee shall receive relevant Budget Monitoring reports at each meeting. xi) Any other matter which may be delegated to it by the Full Council from time to time. The Head of Service for this committee will be the Head of Business			

9 OTHER COMMITTEE MATTERS

Current SOD ref	Scheme of Delegation v17 (May 2026)	Proposed SOD ref	Proposed changes to Scheme of Delegation	HOC recommendation / with SMT input/agreement
9a	Other standing committees or sub-committees may be formed by resolution of the Council at any time and delegated powers may be decided upon at the time the committee or sub-committee is formed by means of a minute detailing the terms of reference (including its membership, frequency of meetings, accountability & reporting, and areas of interest).	9a	N/A	No suggested changes
9b	Any Committee may refer matters on which it has delegated authority to the Full Council or other committee for a final decision if it so wishes.	9b	N/A	No suggested changes
9c	Any Committee may refer matters onto other committees for discussion if it so wishes.	9c	N/A	No suggested changes

9d	Committees and sub-committees shall, at all times, act in accordance with the Council's Standing Orders and Financial Regulations, and where applicable, any other rules, regulations, schemes, statutes, by-laws or orders made and with any directions given by the Council from time to time.	9d	N/A	No suggested changes

10 WORKING OR STEERING GROUPS

Current SOD ref	Scheme of Delegation v17 (May 2026)	Proposed SOD ref	Proposed changes to Scheme of Delegation	HOC recommendation / with SMT input/agreement
10a	Working Groups may be formed by resolution of Full Council or a committee at any time.	10a	Working and Steering Groups may be formed by resolution of Full Council or a committee at any time.	Working and Steering Groups – Use same wording for consistency.
10b	The work of such a working or steering group will be decided upon at the time it is formed by means of a minute detailing the terms of reference which will consider the purpose of the working group, its membership, and frequency of meetings, accountability & reporting and areas of interest.	10b	N/A	No suggested changes
10c	Working or Steering Groups will report back with recommendations to Full Council, or the committee that formed it, from time to time and as appropriate.	10c	N/A	No suggested changes

10d	The Council and Standing Committees may appoint Working Parties without delegated powers comprising of Councillors with powers to co-opt non-Councillors on a non-voting basis. The Chairman has authority to invite other Councillors to attend the meeting. The quorum of any working party must be at least three Councillors.	10d	The Council and Standing Committees may appoint Working or Steering Groups ~~Parties~~ comprising of Councillors with powers to co-opt non-Councillors on a non-voting basis. The Chair~~man~~ has authority to invite other Councillors to attend the meeting. The quorum of any working party must be at least three Councillors. Working or Steering groups cannot have delegated powers.	Working and Steering Groups – Use same wording for consistency. Clarity that groups do not have delegated powers.
10e	Working Parties shall be convened via a report from the Chief Executive to Council or a Standing Committee or a Councillor motion to Council.	10e	Working and Steering Groups ~~Parties~~ shall be convened via a report from the Chief Executive or a Councillor motion to Council or a Standing Committee.	Clearer wording regarding how a group can be convened.
10f	The Chairman of any Steering or Advisory Group shall be elected from within the councillor representation. The Chairman will be ratified by the parent committee or Full Council at the first opportunity.	10f	The Chair~~man~~ of any Working ~~Advisory~~ or Steering Group shall be elected from ~~within the councillor representation~~ the membership of that group. The Chair~~man~~ will be ratified by the parent committee ~~or Full Counc~~il at the first opportunity.	Chair shall be elected from the membership of that group.
10g	An appropriate council officer will support any working groups convened.	10g	An appropriate council officer will support any working and steering groups convened.	Working and Steering Groups – Use same wording for consistency.

11 ANNUAL PARISH MEETING

Current SOD ref	Scheme of Delegation v17 (May 2026)	Proposed SOD ref	Proposed changes to Scheme of Delegation	HOC recommendation / with SMT input/agreement
11	The Council will hold a Parish Meeting annually, between 1st March and 31st May. This is an opportunity for Parish Residents to attend and ask questions, make observations and comments, of the City Council's Councillors. This is not a Committee of the Council.	11	This is not a committee of the Council. It is a meeting of the local government electors of the parish, held to discuss parish affairs and provide a forum for residents to raise matters of local interest. As a result, the Council is not conducting formal Council business, making decisions, or exercising its statutory powers at the meeting.	Expanded to explain why this meeting is different to a council committee.

12 PROPER OFFICER

Current SOD ref	Scheme of Delegation v17 (May 2026)	Proposed SOD ref	Proposed changes to Scheme of Delegation	HOC recommendation / with SMT input/agreement
			As per 15a of Standing Orders The Proper Officer shall be either i) the Clerk or Chief Executive Officer ii) other staff member(s) nominated by the Proper Officer to undertake the work of the Proper Officer In addition, the Proper Officer has iii) the delegated authority to undertake or ensure the following matters on behalf of the Council, and iv) in extreme circumstances, will undertake immediate action to protect the Council,	New section of SOD to help clarify the Proper Officers responsibilities. The Proper Officers duties regarding member's and committees remain with SO's 15.

			v) Furthermore, all duties must be carried out in accordance with Standing Orders, Financial Regulations and all other Council policies and procedures.	Adopt new SOD.
		12a	Management of Administration and Services i) The day to day administration and management of services, together with routine inspection and control. ii) Deliver services in accordance with Health & Safety legislation and Council Policy, in liaison with the Council's Health and Safety Manager. iii) Responsible for the monitoring and review of Risk Management in liaison with the Responsible Finance Officer.	i) Previously in section 15c of Standing Orders – Move to SOD ii) New section regarding H&S. iii) Clarify in liaison with RFO. Adopt new SOD.
12		12b	Data and Correspondence i) Assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures. ii) Organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and	i, ii, iii, iv & v are from NALC model Standing Orders section 15. – Adopt NALC and move to SOD.

			other legitimate requirements (e.g. the Limitation Act 1980); iii) Liaise, as appropriate, with the Council's Data Protection Officer (Head of Corporate) iv) manage access to information about the Council via the publication scheme v) Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary; vi) Receive and respond to surveys and consultations from national or local authorities, or public sector organisation, except where a formal Council decision is required, which will go to Full Council or the appropriate committee with delegated authority to comment on the matter. vii) Handle requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff.	vi) To allow consultations and surveys to be responded to by the Proper Officer in a timely manner, unless council resolution required. vii) Reflecting SO 22. Relations with Press/Media Adopt new SOD
		12c	Financial Controls and Procurement i) Arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its Financial Regulations;	i) is from NALC model Standing Orders s15. – Adopt NALC and move to SOD.

			ii) Authorisation of routine expenditure within the agreed budget; iii) Emergency expenditure up to £150,000 outside the agreed budget, in accordance with the Council's Financial Regulations; iv) Accepting tenders for the supply of goods or services for which budget provision is available and authority delegated, in accordance with current procurement legislation and the Council's Contract Procedure Rules.	ii, iii, iv are removed from Standing Orders s15 – Updated expenditure value and refers to FR's and CPR's – Adopt new SOD
		12d	Staffing Matters i) Day to day supervision, control and management of all staff employed by the Council including appointment, disciplinary and dismissal, unless otherwise stated in other council policies, ii) The management of staffing employment, structures, roles within the staffing budget. iii) Any proposed virement or new budget requirement must go to committee for approval.	Previously in section 15c of SCC Standing Orders – Move to SOD ii) Proper Officer can make changes to staffing structure within salary budget. iii) Provides clarity that anything staffing changes the

				existing salary budget must go to committee for approval. - Adopt new SOD
		12e	Legal Processes and Documents i) Seek legal advice and enter into legal proceedings regarding routine matters; ii) Will provide legal representation and attend court on behalf of the Council; iii) Where a legal matter may be of sensitive nature, or may incur unbudgeted costs, the Proper Officer will seek approval from Full Council iv) Arrange for legal deeds to be executed and; v) Retain custody of the seal of the Council in accordance with Standing Order 23. vi) Authority to issue, renew, vary, assign or terminate leases, licences or other forms of legal agreement within officer authorisation limits. vii) Sign and apply the Council's embossed imprint for a Proof of Life requests, however the seal of the Council must not be used. viii) An officer shall be appointed as Lottery Promoter for the Salisbury City Community Lottery. In accordance with the requirements for non-commercial society lotteries, the registration and renewal applications shall be signed by two officers of the Council who are not	i, ii, iii New sections to allow officers to engage in legal activities as required. Adopt new SOD. iv & v removed from Standing Orders s15 – Adopt NALC and move to SOD iv, v & vi reflects Standing Order 23 requirement regarding legal deeds being confirmed by Council. And SOD 2p. viii) To reflect how lottery licencing is managed. Adopt new SOD

			the appointed Lottery Promoter. The authorised signatories for this purpose shall be the Chief Executive and/or Heads of Service.	
		12f	Safeguarding i) Appoint a Designated Safeguarding lead, and appropriate additional Deputy Designated Safeguarding leads. ii) Ensure safeguarding matters are responded to in accordance with legislation and the Council's Safeguarding Policy.	New section – Adopt in SOD
			Election or By-Election Process i) Shall ensure the pre-election period is recognised, and publicity guidance is followed for that period. ii) Publish vacancy and election notices as required. iii) Determine if polling cards are required and confirm with Unitary Council.	New section – Adopt in SOD

Appendix A

Review of SCC Standing Orders – November 2026

Comparing & contrasting Model Standing Orders updated in June 2025 issued by National Association of Local Councils (**NALC**) with current Salisbury City Council (**SCC)** Standing Orders v16

Head of Corporate & Interim Deputy Chief Executive Officer **(HOC)** recommendations, with SMT consensus, for consideration.

The Governance, Policy & HR Committee have also reviewed and provided recommendations included in the table below.

How to Use Standing Orders

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

These standing orders do not include financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer

Notes

Standing orders that are in **bold type** contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is NALC's view that all model standing orders will generally be suitable for councils.

For convenience, the word "councillor" is used in these standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights. Model standing orders use gender-neutral language (e.g. "Chair").

The word Chair is used in these standing orders. Where this relates to the Chair of the Council, this is the Mayor. The Chair of Salisbury City Council is entitled to be called the Mayor of the City of Salisbury.

A model standing order that includes brackets like this '( )' requires information to be inserted by a council. A model standing order that includes

brackets like this '[ ]' and the term 'OR' provides alternative options for a council to choose from when determining standing orders.

1. RULES OF DEBATE AT MEETINGS

NALC ref	NALC model SOs 2025	SCC ref	SCC current SOs (v16)	HOC recommendation / with SMT consensus
1a	Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.	1a	Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.	Same. Replace "chairman" with "chair" – Adopt NALC.
1b	A motion (including an amendment) shall not be progressed unless it has been moved and seconded.	1b	A motion (including an amendment) shall not be progressed unless it has been moved and seconded.	Same – Adopt NALC.
1c	A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.	1c	A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.	Same. Replace "chairman" with "chair" – Adopt NALC.
1d	If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.	1d	If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.	Same – Adopt NALC.
1e	An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.	1e	An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.	Same – Adopt NALC.
1f	If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.	1f	If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.	Same – Adopt NALC.
1g	An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.	1g	An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.	Same. Replace "chairman" with "chair" – Adopt NALC.

1h	A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.	1h	A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.	Replace "his" with gender-neutral wording “their”. – Adopt NALC.
1i	If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.	1i	If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.	Same. Replace "chairman" with "chair" – Adopt NALC.
1j	Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.	1j	Subject to standing order 1.k, only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.	Same. Replace "chairman" with "chair" – Adopt NALC.
1k	One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately. .	1k	One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.	Same. Replace "chairman" with "chair" – Adopt NALC.
1l	A councillor may not move more than one amendment to an original or substantive motion.	1l	A councillor may not move more than one amendment to an original or substantive motion.	Same – Adopt NALC.
1m	The mover of an amendment has no right of reply at the end of debate on it.	1m	The mover of an amendment has no right of reply at the end of debate on it.	Same – Adopt NALC.
1n	Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.	1n	Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.	Same – Adopt NALC.

1o	Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except: i. to speak on an amendment moved by another councillor; ii. to move or speak on another amendment if the motion has been amended since they last spoke; iii. to make a point of order; iv. to give a personal explanation; or v. to exercise a right of reply.	1o	Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except: i) to speak on an amendment moved by another councillor; ii) to move or speak on another amendment if the motion has been amended since he last spoke; iii) to make a point of order; iv) to give a personal explanation; or v) to exercise a right of reply.	Same. Replace "chairman" with "chair" – Adopt NALC.
1p	During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.	1p	During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.	Same – Adopt NALC.
1q	A point of order shall be decided by the chair of the meeting and their decision shall be final.	1q	A point of order shall be decided by the chairman of the meeting and his decision shall be final.	Replace "chairman" with "chair" and replace "his" with “their” – Adopt NALC.
1r	When a motion is under debate, no other motion shall be moved except: i. to amend the motion; ii. to proceed to the next business; iii. to adjourn the debate; iv. to put the motion to a vote; v. to ask a person to be no longer	1r	When a motion is under debate, no other motion shall be moved except: i) to amend the motion, ii) to proceed to the next business, iii) to adjourn the debate, iv) to put the motion to a vote,	Same – Adopt NALC.

	heard or to leave the meeting; vi. to refer a motion to a committee or sub-committee for consideration; vii. to exclude the public and press; viii. to adjourn the meeting; or ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.		v) to ask a person to be no longer heard or to leave the meeting, vi) to refer a motion to a committee or sub-committee for consideration, vii) to exclude the public and press, viii) to adjourn the meeting, or ix) to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.	
1s	Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.	1s	Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.	Same. Replace "chairman" with "chair" – Adopt NALC.
1t	Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed (FILL) minutes without the consent of the chair of the meeting.	1t	Excluding motions moved under Standing Order 1r, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chairman of the meeting.	Replace "chairman" with "chair" SCC includes 3-minute limit. SMT recommend update to **5 minutes** **Governance, Policy & HR Committee recommendation;** To retain 3 minutes and – Adopt NALC.

2. DISORDERLY CONDUCT AT MEETINGS

NALC ref	NALC model SOs 2025	SCC ref	SCC current SOs (v16)	HOC recommendation / with SMT consensus
2a	No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. The Chair shall request such person(s) to moderate or improve their conduct.	2a	No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.	Update "chairman" to "chair" – Adopt NALC.
2b	If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.	2b	If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.	Same. Replace "chairman" with "chair" – Adopt NALC.
2c	If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.	2c	If a resolution made under standing order 2.b is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.	Same. Replace "chairman" with "chair" – Adopt NALC.

3. MEETINGS GENERALLY

Full Council meetings ●
Committee meetings ●
Sub-committee meetings ●

NALC ref	NALC model SOs 2025	SCC ref	SCC current SOs (v16)	HOC recommendation / with SMT consensus

3a ●	**Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**	3a ●	**Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**	**Bold** – Adopt NALC.
3b ●	**The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**	3b ●	**The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**	**Bold** – Adopt NALC.
3c ●	**The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice** OR [The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting].	3c ●	**The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**	**Bold** – Adopt NALC.
3d ● ●	**Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**	3d ● ●	**Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**	**Bold** – Adopt NALC.
3e	Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.	3e	Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.	Same – Adopt NALC.

3f	The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed (FILL) minutes unless directed by the chair of the meeting.	3f	The period of time designated for public participation at a meeting in accordance with Standing Order 3e shall not exceed 15 minutes unless directed by the chairman of the meeting.	Replace "chairman" with "chair" SCC includes 15-minute limit. Retain additional SCC wording. **SMT and Governance, Policy & HR Committee recommendation** to amend to **10 minutes** – and Adopt NALC.
3g	Subject to standing order 3(f), a member of the public shall not speak for more than (FILL) minutes.	3g	Subject to Standing Order 3f, a member of the public shall not speak for more than 5 minutes.	SCC includes 5-minute limit. Retain **5 minutes**, this mirrors SO 1t regarding motions presented by members. – and Adopt NALC.
3h	In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.	3h	In accordance with standing order 3e, a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.	Same. Replace "chairman" with "chair" – Adopt NALC.
3i	Option A. [A person shall stand when requesting to speak and when speaking (except when a person has a disability or is likely to suffer discomfort)] OR	3i	A person shall raise their hand when requesting to speak and speak from a seated position in order to use the microphone provided.	Amend to allow speakers to sit or stand.

	Option B. [A person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort)]. The chair of the meeting may at any time permit a person to be seated when speaking.			A person shall raise their hand when requesting to speak and speak from a seated position or stand at the lectern in order to use one of the microphones provided. Adopt updated SCC.
3j	A person who speaks at a meeting shall direct their comments to the chair of the meeting.	3j	A person who speaks at a meeting shall direct his comments to the chairman of the meeting.	Replace "chairman" with "chair" and replace "his" with "their" – Adopt NALC.
3k	Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.	3k	Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.	Replace "chairman" with "chair" – Adopt NALC.
3l • •	**Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**	3l • •	**Subject to Standing Order 3m, a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording** i) **of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the**	**Bold** – Adopt NALC.

			meeting takes place or later to persons not present.	
3m ● ●	**A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**	3m ● ●	**A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**	**Bold** – Adopt NALC.
3n ● ●	**The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present**.	3n ● ●	**The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**	**Bold** – Adopt NALC.
3o ●	**Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).**	3o ●	**Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one).**	Replace "chairman" with "chair" and replace "his" with "their" **Bold** – Adopt NALC.
3p ●	**The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**	3p ●	**The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**	Replace "chairman" with "chair" **Bold** – Adopt NALC.
3q ● ● ●	**Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**	3q ● ● ●	**Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**	**Bold** – Adopt NALC.

3r ● ● ●	**The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.** *See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.*	3r ● ● ●	**The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.** *See Standing Orders 5h and 5i for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.*	Replace "chairman" with "chair" and “his” with “their” **Bold** – Adopt NALC.
3s ●	**Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.	3s ●	**Unless Standing Orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question**. Such a request shall be made before moving on to the next item of business on the agenda.	Replace “his” with “their” **Bold** – Adopt NALC.

3t	The minutes of a meeting shall include an accurate record of the following: i. the time and place of the meeting; ii. the names of councillors who are present and the names of councillors who are absent; iii. interests that have been declared by councillors and non-councillors with voting rights; iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights; v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered; vi. if there was a public participation session; and vii. the resolutions made.	3t	The minutes of a meeting shall include an accurate record of the following: i) the time and place of the meeting, ii) the names of councillors who are present and the names of councillors who are absent, iii) interests that have been declared by councillors and non-councillors with voting rights, iv) the grant of dispensations (if any) to councillors and non-councillors with voting rights, v) whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered, vi) if there was a public participation session, and the resolutions made.	Same, with vii – Adopt NALC.
3u ● ● ●	**A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.**	3u ● ● ●	**A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's Code of Conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**	**Bold** – Adopt NALC.
3v ●	**No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**	3v ●	**No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**	**Bold** – Adopt NALC.

	See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.		*See standing order 4dviii for the quorum of a committee or sub-committee meeting*.	
3w ● ● ●	**If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.	3w ● ● ●	**If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting**.	Same, however amend text shown in **bold** – Adopt NALC.
3x	A meeting shall not exceed a period of (FILL) hours.	3x	A meeting shall not exceed a period of 3 hours unless a resolution to continue for an extra period of time has been carried.	SCC states 3 hours, and additional option to resolve to continue. – Retain SCC.
N/A	Not included in NALC Standing Orders.	3y	~~If there are an equal number of votes for and against a matter, the Chairman will have a second or casting vote. There is no restriction on how the Chairman exercises this casting vote.~~	Duplicates SO 3r – Remove SCC 3y
N/A	Not included in NALC Standing Orders.	3z	~~Public Questions or Statements:~~ ~~i) Members of the public who wish to ask a question or make a statement at a meeting shall give notice to the Proper Officer of the question it is intended to ask no later than 12 noon on the working day before the meeting. The question stated in the notice given to the Proper Officer shall be the question asked at the meeting.~~ ~~ii) The Chairman will call upon those wishing to speak in turn, each questioner being allowed to speak for a maximum of three minutes. Those wishing to speak shall state their name and address.~~ ~~iii) Answers to questions may take the form of:~~	Review and update 3z by creating a separate section in Standing Orders, following section 29 Questions and Statements by Members.

			~~(1) a direct oral response, or~~ ~~(2) when the desired information is contained in a publication, a reference to that publication, or~~ ~~(3) when it is more convenient to do so a written answer after the meeting.~~ ~~iv) Every question shall be put and answered without discussion.~~ ~~v) Questions or statements shall not be permitted that relate to the individual affairs of either the questioner or any other named person, but should only relate to matters of policy or practice, i.e. matters of a general nature rather than individual concern.~~ ~~vi) The Chairman shall not allow any question or statement that is in their opinion:~~ ~~(1) Defamatory, frivolous or offensive.~~ ~~(2) Requires the disclosure of exempt or confidential information.~~ ~~(3) Relates to complaints about individual Members or Officers~~	

4. COMMITTEE AND SUB-COMMITTEES

NALC ref	NALC model SOs 2025	SCC ref	SCC current SOs (v16)	HOC recommendation / with SMT consensus
4a	**Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**	4a	**Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**	**Bold** – Adopt NALC.

4b	**The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**	4b	**The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**	**Bold** – Adopt NALC.
4c	**Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**	4c	**Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**	**Bold** – Adopt NALC.
4d	The Council may appoint standing committees or other committees as may be necessary, and: i. shall determine their terms of reference; ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council; iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings; iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee; v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer (FILL) days before the meeting that they are	4d	The Council may appoint standing committees or other committees as may be necessary, and: i) shall determine their terms of reference, ii) shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council, iii) shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings, iv) shall, subject to standing orders 4b and c, appoint and determine the terms of office of members of such a committee, v) may, subject to standing orders 4b and c, appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members	Replace "chairman" with "chair" SCC confirms section v - 2 days' notice required - Retain 2 days and – Adopt NALC.

	unable to attend; vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee; vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee; viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three; ix. shall determine if the public may participate at a meeting of a committee; x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee; xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and xii. may dissolve a committee or a sub-committee.		of the committee confirm to the Proper Officer 2 days before the meeting that they are unable to attend, vi) shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee, vii) shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee, viii) shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three, ix) shall determine if the public may participate at a meeting of a committee, x) shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee, xi) shall determine if the public may participate at a meeting of a subcommittee that they are permitted to attend, and xii) may dissolve a committee or a sub-committee.	
N/A	Not included in NALC Standing Orders.	New 4e	Committee and sub-committee members are encouraged to carry out relevant research, read and review reports and documents before	Add - Committee members responsibilities -

			meetings, to ensure they can fulfil their role effectively.	**Governance, Policy & HR Committee recommendation** to replace the word "required" with "encourage" Adopt New SCC 4e
N/A	Not included in NALC Standing Orders.	New 4f	Appropriate officers will draft committee and sub-committee reports. Committee reports authors should be officers only. Members may not change committee reports. Once members have reviewed committee reports after publication, they can request amendments or recommendations at the meeting as appropriate.	Add - Committee reports to be drafted by officers only. Adopt New SCC 4f
N/A	Not included in NALC Standing Orders.	New 4g	Committee and sub-committee members may also be required to complete appropriate training, such as (but not limited to) finance and planning, to enhance knowledge and understanding of the committee's subject matter. Members training attendance will be reported to Full Council annually.	Add – Committee member training requirements. Adopt New SCC 4g

5. ORDINARY COUNCIL MEETINGS

NALC ref	NALC model SOs 2025	SCC ref	SCC current SOs (v16)	HOC recommendation / with SMT consensus
5a	**In an election year, the annual meeting must be held on or within 14 days following councillors taking office.**	5a	**In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**	SCC additional wording "of the Council" Otherwise Same – Retain SCC.

5b	**In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**	5b	**In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**	**Bold** – Adopt NALC.
5c	**If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**	5c	**If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**	**Bold** – Adopt NALC.
5d	**In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**	5d	**In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**	**Bold** – Adopt NALC.
5e	**The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**	5e	**The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.**	Replace "chairman" with "chair" **Bold** – Adopt NALC.
5f	**The Chair of the Council, unless they have resigned or become disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**	5f	**The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**	Replace "chairman" with "chair" and replace "he" with “they” **Bold** – Adopt NALC.
5g	**The Vice-Chair of the Council, if there is one, unless they resign or become disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**	5g	**The Vice-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**	Replace "chairman" with "chair" and replace "he" with “they” **Bold** – Adopt NALC.
5h	**In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the**	5h	**In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the**	Replace "chairman" with "chair" **Bold** – Adopt NALC.

	new Chair of the Council but shall give a casting vote in the case of an equality of votes.		**election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.**	
5i	**In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**	5i	**In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.**	Replace "chairman" with "chair" and replace "he" with “they” **Bold** – Adopt NALC.
5j	Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include: i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;** ii. Confirmation of the accuracy of the minutes of the last meeting of the Council; iii. Receipt of the minutes of the last meeting of a committee; iv. Consideration of the	5j	Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business shall include: i) **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;** ii) Confirmation of the accuracy of the minutes of the last annual meeting of the Council	5 i & ii Same, but NALC has additional items iii to xxi Review of policies, risks, insurance and finances are conducted at other committee meetings throughout the municipal year. Replace "chairman" with "chair" and replace "he" with “they” and Retain SCC. However, order of business for every other Council or committee is reflected in additional section k below.

	recommendations made by a committee; v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities; vi. Review of the terms of reference for committees; vii. Appointment of members to existing committees; viii. Appointment of any new committees in accordance with standing order 4; ix. Review and adoption of appropriate standing orders and financial regulations; x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses. xi. Review of representation on or work with external bodies and arrangements for reporting back; xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future; xiii. Review of inventory of land and other assets including buildings and office equipment; xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks; xv. Review of the Council's and/or staff subscriptions to other bodies; xvi. Review of the Council's complaints			

	procedure; xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*); xviii. Review of the Council's policy for dealing with the press/media; xix. Review of the Council's employment policies and procedures; xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence. xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.			
N/A	Not included in NALC Standing Orders.	5k	At every other ordinary Council or committee meeting, the order of business shall be as follows:- i) to receive apologies for absence, ii) to receive declarations of interest, iii) to note any Dispensations agreed by the Proper Officer in respect of this agenda prior to the meeting, and to determine any additional Dispensations requested at this meeting in respect of this agenda, iv) to approve the minutes of the last meeting,	Retain SCC additional section – however update order to reflect committee agendas, as follows; Standard Items, must appear in this order on each committee agenda; i) to receive apologies for absence, ii) to receive questions or statements from public,

			v) Chairman's announcements, vi) to receive questions or statements from public, vii)to receive any questions or statements from members, viii) to receive verbal reports from partner organisations, ix) to receive and adopt reports and minutes of standing Committees, advisory Committees and Working Groups, as required, x) to consider motions under Standing Order 1 in the order in which they have been notified to the Proper Officer, xi) to consider any other business specified in the summons to the meeting,	iii) to receive any questions or statements from members, iv) to approve the minutes of the last meeting, v) to receive declarations of interest, vi) to note any Dispensations agreed by the Proper Officer in respect of this agenda prior to the meeting, and to determine any additional Dispensations requested at this meeting in respect of this agenda, vii) Chairman's announcements, Optional Items, to be added to the committee agendas as appropriate; viii) to receive verbal reports from

				partner organisations, ix) to receive and adopt reports, recommendations and minutes of standing Committees, advisory Committees and Working Groups, as required, x) to consider motions under Standing Order 1 in the order in which they have been notified to the Proper Officer, xi) to consider any other business specified in the summons to the meeting.
N/A	Not included in NALC Standing Orders.	5l	The order of business at a meeting may, with the permission of the Chairman, be varied, on the grounds of urgency or convenience.	Update "Chairman" to "Chair". Retain SCC additional section.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUBCOMMITTEES

NALC ref	NALC model SOs 2025	SCC ref	SCC current SOs (v16)	HOC recommendation / with SMT consensus
6a	**The Chair of the Council may convene an extraordinary meeting of the Council at any time.**	6a	**The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**	Same. Replace "chairman" with "chair" **Bold** – Adopt NALC.
6b	**If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**	6b	**If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**	Same. Replace "chairman" with "chair" **Bold** – Adopt NALC.
6c	The chair of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.	6c	The chairman of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.	Same. Replace "chairman" with "chair" **Bold** – Adopt NALC.
6d	If the chair of a committee [or a sub-committee] does not call an extraordinary meeting within (FILL) days of having been requested to do so by (FILL) members of the committee [or the sub-committee], any (FILL) members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].	6d	If the chairman of a committee or a sub-committee does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee or the sub-committee, any 2 members of the committee or the sub-committee may convene an extraordinary meeting of the committee or a sub-committee.	Replace "chairman" with "chair" SCC has inserted 7 days, and 2 members as required. – Adopt NALC and retain SCC numbers.

7. PREVIOUS RESOLUTIONS

NALC ref	NALC model SOs 2025	SCC ref	SCC current SOs (v16)	HOC recommendation / with SMT consensus
7a	A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least (FILL) councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.	7a	A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 8 councillors to be given to the Proper Officer in accordance with Standing Order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.	SCC follows the NALC model. 8 councillors remains proportionate to Council membership Retain this number and - Adopt NALC
7b	When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.	7b	When a motion moved pursuant to Standing Order 7a has been ~~disposed of,~~ no similar motion may be moved for a further six months.	Amend wording for better clarity. When a motion moved pursuant to Standing Order 7a has been voted down, no similar motion may be moved for a further six months. Adopt amended SCC.

8. VOTING ON APPOINTMENTS

NALC ref	NALC model SOs 2025	SCC ref	SCC current SOs (v16)	HOC recommendation / with SMT consensus
8a	Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the	8a	Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name	Same. Replace "chairman" with "chair" – Adopt NALC.

	name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.		of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.	

9. MOTIONS FOR MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

NALC ref	NALC model SOs 2025	SCC ref	SCC current SOs (v16)	HOC recommendation / with SMT consensus
9a	A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.	9a	A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.	Same – Adopt NALC.
9b	No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least (FILL) clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.	9b	No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.	SCC specifies a 7 clear day notice requirement. Retain SCC 7 days and – Adopt NALC.
9c	The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.	9c	The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9b, correct obvious grammatical or typographical errors in the wording of the motion.	Same – Adopt NALC.
9d	If the Proper Officer considers the wording of a motion received in accordance with standing	9d	If the Proper Officer considers the wording of a motion received in accordance with standing order	SCC specifies a 3 clear day notice

	order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least (FILL) clear days before the meeting.		9b is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 3 clear days before the meeting.	requirement for resubmission. Retain SCC 3 days and – Adopt NALC.
9e	If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.	9e	If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.	Same. Replace "chairman" with "chair" – Adopt NALC.
9f	The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.	9f	The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.	Same – Adopt NALC.
9g	Motions received shall be recorded in order of receipt.	9g	Motions received shall be recorded and numbered in the order that they are received.	Same – Adopt NALC.
9h	Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.	9h	Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.	Same – Adopt NALC.

10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

NALC ref	NALC model SOs 2025	SCC ref	SCC current SOs (v16)	HOC recommendation / with SMT consensus
10a	The following motions may be moved at a meeting without written notice to the Proper Officer: i. to correct an inaccuracy in the draft	10a	The following motions may be moved at a meeting without written notice to the Proper Officer:	Same – Adopt NALC.

	minutes of a meeting; ii. to move to a vote; iii. to defer consideration of a motion; iv. to refer a motion to a particular committee or sub-committee; v. to appoint a person to preside at a meeting; vi. to change the order of business on the agenda; vii. to proceed to the next business on the agenda; viii. to require a written report; ix. to appoint a committee or sub-committee and their members; x. to extend the time limits for speaking; xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest; xii. to not hear further from a councillor or a member of the public; xiii. to exclude a councillor or member of the public for disorderly conduct; xiv. to temporarily suspend the meeting; xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements); xvi. to adjourn the meeting; or xvii. to close the meeting.		i) to correct an inaccuracy in the draft minutes of a meeting, ii) to move to a vote, iii) to defer consideration of a motion, iv) to refer a motion to a particular committee or sub-committee, v) to appoint a person to preside at a meeting, vi) to change the order of business on the agenda, vii) to proceed to the next business on the agenda, viii) to require a written report, ix) to appoint a committee or sub-committee and their members, x) to extend the time limits for speaking, xi) to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest, xii) to not hear further from a councillor or a member of the public,	

			xiii) to exclude a councillor or member of the public for disorderly conduct, xiv) to temporarily suspend the meeting, xv) to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements, xvi) to adjourn the meeting, xvii) to close the meeting.	

11. MANAGEMENT OF INFORMATION

NALC ref	NALC model SOs 2025	SCC ref	SCC current SOs (v16)	HOC recommendation / with SMT consensus
11 (intro)	*See also Standing Order 20.*	11 (intro)	*See also Standing Order 20.*	Same – Adopt NALC.
11a	**The Council shall have in place and keep under review technical and organisational measures to keep secure information (including personal data) held in paper and electronic form. Arrangements shall include determining access rights and encryption of personal data.**	11a	**The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**	**Bold** – Adopt NALC.
11b	**The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or**	11b	**The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the**	**Bold** – Adopt NALC.

	if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).		**criteria used to determine that period (e.g. the Limitation Act 1980).**	
11c	**The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**	11c	**The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**	**Bold** – Adopt NALC.
11d	**Councillors, staff, contractors and agents shall not disclose confidential information or personal data without legal justification.**	11d	**Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**	**Bold** – Adopt NALC.

12. DRAFT MINUTES

Full Council meetings ●
Committee meetings ●
Sub-committee meetings ●

NALC ref	NALC model SOs 2025	SCC ref	SCC current SOs (v16)	HOC recommendation / with SMT consensus
12a	If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.	12a	If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.	Same – Adopt NALC.
12b	There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).	12b	There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10ai).	Same – Adopt NALC.

12c	The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.	12c	The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.	Same – Adopt NALC.
12d	If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect: “The chair of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but this view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”	12d	If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect: 'The chairman of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.	Same. Replace "chairman" with "chair” – Adopt NALC. .
12e ● ● ●	**If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**	12e ● ● ●	**If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**	**Bold** – Adopt NALC.
12f	Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.	12f	Subject to the publication of draft minutes in accordance with Standing Order 12e and Standing Order 20a and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes ~~or recordings~~ of the meeting for which approved minutes exist shall be destroyed.	Currently the same. However, remove or recordings as live stream videos remain available online. Adopt updated SCC.

13. CODE OF CONDUCT AND DISPENSATIONS

NALC ref	NALC model SOs 2025	SCC ref	SCC current SOs (v16)	HOC recommendation / with SMT consensus
13 (intro)	*See also Standing Order 3u.*	13 (intro)	*"See also Standing Order 3u."*	Same – Adopt NALC.
13a	All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.	13a	All councillors and non-councillors with voting rights shall ~~observe~~ the Code of Conduct adopted by the Council.	Same, however update wording to provide clarity regarding requirement. All councillors and non-councillors with voting rights shall comply with the Code of Conduct adopted by the Council. Adopt amended SCC.
13b	Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.	13b	Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.	Same. Replace "he" with "they" – Adopt NALC.

13c	Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.	13c	Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's Code of Conduct. He may return to the meeting after it has considered the matter in which he had the interest.	Same. Replace "he" with "they" – Adopt NALC.
13d	**Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.	13d	**Dispensation requests shall be in writing and submitted to the Proper Officer** 2 working days prior to the date of the meeting.	**Bold** – Adopt NALC. In addition, SCC provides clearer deadline of 2 days. - Retain SCC.
13e	A decision as to whether to grant a dispensation shall be made [by the Proper Officer] OR [by a meeting of the Council, or committee or sub-committee for which the dispensation is required] and that decision is final.	13e	A decision as to whether to grant a dispensation shall be made by the Proper Officer.	Adopt SCC
13f	A dispensation request shall confirm: i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates; ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote; iii. the date of the meeting or the period	13f	A dispensation request shall confirm: i) the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates, ii) whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote,	Same – Adopt NALC.

	(not exceeding four years) for which the dispensation is sought; and iv. an explanation as to why the dispensation is sought.		iii) the date of the meeting or the period (not exceeding four years) for which the dispensation is sought, and iv) an explanation as to why the dispensation is sought.	
13g	Subject to standing orders 13(d) and (f), a dispensation request shall be considered [by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required] OR [at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required].	13g	~~Subject to Standing Orders 13d and 13f, a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.~~	Contradicts SCC 13d therefore not required. Remove 13g.
13h	**A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:** **i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;** **ii. granting the dispensation is in the interests of persons living in the Council's area; or** **iii. it is otherwise appropriate to grant a dispensation.**	13h	**A dispensation may be granted in accordance with Standing Order 13e if having regard to all relevant circumstances any of the following apply:** **i) without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business,** **ii) granting the dispensation is in the interests of persons living in the Council's area, or** **iii) it is otherwise appropriate to grant a dispensation.**	**Bold** – Adopt NALC.
N/A	Not included in NALC Standing Orders.	SCC Note	*(See also the SCC Procedure for the Granting of Dispensations)*	Retain SCC.

				And provide link to the SCC Procedure.

14. CODE OF CONDUCT COMPLAINTS

NALC ref	NALC model SOs 2025	SCC ref	SCC current SOs (v16)	HOC recommendation / with SMT consensus
N/A	Not included in NALC Standing Orders.	14a	~~Upon notification by the Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's Code of Conduct, the Proper Officer shall, subject to Standing Order 11, report this to the Council.~~	This is not appropriate and not done. Remove.
N/A	Not included in NALC Standing Orders.	14b	~~Where the notification in Standing Order 14a relates to~~ a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume i) the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with Standing Order 14d.	Replace "chairman" with "chair" – Amend following wording; If a complaint that a councillor or non-councillor with voting rights has breached the Council's Code of Conduct is made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact,

				and the Chair shall nominate another staff member to assume Adopt updated SCC.
N/A	Not included in NALC Standing Orders.	14c	The Council ~~may:~~ i) provide information or evidence where such disclosure is necessary to investigate the complaint or ii) seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter.	Amend wording; The Council will: i) provide information or evidence where such disclosure is necessary to investigate the complaint or ii) Comply with all legal requirements from the Monitoring Officer or iii) seek information relevant to the complaint from the

				person or body with statutory responsibility for investigation of the matter. Adopt updated SCC.
14a	**Upon notification by the principal authority that a councillor or non-councillor with voting rights has breached the Code of Conduct, the Council shall consider what action, if any, to take. Any action must exclude suspension or disqualification from office.**	14d	**Upon notification by the Unitary Council that a councillor or non-councillor with voting rights has breached the Council's Code of Conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.**	Same – Adopt NALC.

15. PROPER OFFICER

NALC ref	NALC model SOs 2025	SCC ref	SCC current SOs (v16)	HOC recommendation / with SMT consensus
15a	The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.	15a	The Proper Officer shall be either i) the Clerk or Chief Executive Officer ii) other staff member(s) nominated by the ~~Council~~ to undertake the work of the Proper Officer ~~when the Proper Officer is absent.~~	Suggested new wording to reflect to format in which SCC services are delivered. The Proper Officer tasks are carried out by SMT and various officers.

				ii) other staff member(s) nominated by the Proper Officer to undertake the work of the Proper Officer. - Adopt amended SCC wording.
15b	The Proper Officer shall: i. **at least three clear days before a meeting of the council, a committee** or a sub-committee**,** • **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and** • **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).** *See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing*	15b	The Proper Officer shall: i) **at least three clear days before a meeting of the council, a committee** or a sub-committee, (1) **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda** (provided the councillor has consented to service by email), and (2) **provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them)**	Add header For matters regarding Council Committees and Members The Proper Officer shall: (1) **Bold** all text - Adopt NALC. (2) **Bold** all text - Adopt NALC.

	order 3(c) for the meaning of clear days for a meeting of a committee; ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least (FILL) days before the meeting confirming their withdrawal of it; iii. convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office; iv. **facilitate inspection of the minute book by local government electors;** v. **receive and retain copies of byelaws made by other local authorities;** vi. hold acceptance of office forms from councillors; vii. hold a copy of every councillor's register of interests; viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures; ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one); x. receive and send general		*See Standing Order 3b for the meaning of clear days for a meeting of a full council and standing order 3c for the meaning of clear days for a meeting of a committee;* ii) subject to Standing Order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 5 days before the meeting confirming his withdrawal of it, iii) **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office,** iv) **facilitate inspection of the minute book by local government electors,** v) **receive and retain copies of byelaws made by other local authorities,** vi) hold acceptance of office forms from councillors, ~~vii) assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures,~~ ~~viii) liaise, as appropriate, with the Council's Data Protection Officer,~~ ~~ix) receive and send general correspondence and notices on behalf~~	Same reference in *italics* – Adopt NALC. ii) SCC 5 days notice to withdraw a motion – Retain SCC 5 days. Replace "chairman" with "chair" and "his" with their", also "his" with their" - Adopt NALC. iii) NALC **not bold** text - Adopt NALC. iv & v – **Bold** – Adopt NALC. vi) - Adopt NALC. vii) - New requirement - Adopt NALC Remove remaining Proper Officer sections viii to xvii.

	correspondence and notices on behalf of the Council except where there is a resolution to the contrary; xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980); xii. arrange for legal deeds to be executed; (*see also standing order 23);* xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations; xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose; xv. refer a planning application received by the Council to the [Chair or in their absence the Vice-Chair (if there is one) of the Council] OR [Chair or in their absence Vice-Chair (if there is one) of the ( ) Committee] within two		~~of the Council except where there is a resolution to the contrary,~~ ~~x) assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements~~ ~~xi) arrange for legal deeds to be executed; *see also Standing Order 23;*~~ ~~xii) arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;~~ ~~xiii) arrange for every planning application notified to the Council and the Council's response to the local planning authority to be recorded,~~ ~~xiv) refer a planning application received by the Council Chairman or in his absence Vice-Chairman (if there is one) of the Planning Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the~~	These are included in other sections of Standing Orders or Scheme of Delegation as appropriate.

	working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of [the Council] OR [( ) committee]; xvi. manage access to information about the Council via the publication scheme; and xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect. (s*ee also standing order 23).*		~~next ordinary meeting of the Planning Committee,~~ ~~xv) manage access to information about the Council via the publication scheme, and~~ ~~xvi)retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect. *see also Standing Order 23.*~~	
N/A	Not included in NALC Standing Orders.	15c	~~In addition, the Proper Officer has the delegated authority to undertake the following matters on behalf of the Council:~~ ~~i) The day to day administration and management of services, together with routine inspection and control,~~ ~~ii) Day to day supervision, control and management of all staff employed by the Council including appointment, disciplinary and dismissal, unless other stated in other council policies,~~ ~~iii) Authorisation of routine expenditure within the agreed budget,~~ ~~iv) Emergency expenditure up to £25,000 outside the agreed budget,~~ ~~v) Accepting tenders for the supply of goods or services for which budget provision is available and authority delegated,~~	Remove remaining Proper Officer sections viii to xvii. These are included in other sections of Standing Orders or Scheme of Delegation.

			~~vi) Delegated actions of the Proper Officer shall be in accordance with Standing Orders and Financial Regulations, and with directions given by the Council from time to time.~~	

16. RESPONSIBLE FINANCIAL OFFICER

NALC ref	NALC model SOs 2025	SCC ref	SCC current SOs (v16)	HOC recommendation / with SMT consensus
16a	The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.	16a	The ~~Council~~ shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.	Change to; 16a The Proper Officer shall appoint the Responsible Officer to undertake the responsibilities of this statutory role. 16b The Proper Officer shall appropriate staff member(s) to undertake work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

				Adopt update SCC.
		New 16c	The Responsible Finance Officer (RFO) is responsible for the Council's financial risk management arrangements and will work closely with the Proper Officer, who has overall responsibility for leading and coordinating the Council's risk management framework.	Clarity regarding risk management responsibilities which are reflected in SCC Financial Regulations. Adopt new SCC.
				Add note to this section as follows; *Refer to SCC's Financial Regulations for further information regarding the Responsible Financial Officer responsibilities.*

17. ACCOUNT AND ACCOUNTING STATEMENTS

NALC ref	NALC model SOs 2025	SCC ref	SCC current SOs (v16)	HOC recommendation / with SMT consensus
17a	"Proper practices" in standing orders refer to the most recent version of *Governance and Accountability for Local Councils – A Practitioners' Guide*.	17a	Proper practices" in standing orders refer to the most recent version of *"Governance and Accountability for Local Councils – a Practitioners' Guide".*	Same – Adopt NALC.

17b	All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.	17b	All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.	Same – Adopt NALC.
17c	The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise: i. the Council's receipts and payments (or income and expenditure) for each quarter; ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date; iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.	17c	The Responsible Financial Officer shall supply to the Finance ~~and Governance~~ Committee as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise: i) the Council's receipts and payments (or income and expenditure) for each quarter, ii) the Council's aggregate receipts and payments (or income and expenditure) for the year to date, iii) the balances held at the end of the quarter being reported and iv) which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.	Update wording; Responsible Finance Officer shall supply to the Finance Committee. Amend committee name and retain SCC.
17d	As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide: i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration	17d	As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide: i) The Finance ~~and Governance~~ Committee with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information, and ii) to the Council the accounting statements for the year in the form of Section 1 of the annual governance and accountability return, as required	SCC reporting is directed through the Finance Committee rather than each councillor. Amend committee name and Adopt SCC.

	and approval.		by proper practices, for consideration and approval.	
17e	The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.	17e	The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 7 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before relevant date set by external audit.	Retain SCC 7 days in accordance with agenda and report publication, however also Adopt NALC before 30 June.
				Add note as follows; *(Refer to SCC's Financial Regulations for further information regarding Account and Accounting Statements)*

18. FINANCIAL CONTROLS AND PROCUREMENT

NALC ref	NALC model SOs 2025	SCC ref	SCC current SOs (v16)	HOC recommendation / with SMT consensus

18a	The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following: i. the keeping of accounting records and systems of internal controls; ii. the assessment and management of financial risks faced by the Council; iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually; iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and v. whether contracts with an estimated value below [60,000] or due to special circumstances are exempt from a tendering process or procurement exercise.	18a	The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following: i. the keeping of accounting records and systems of internal controls; ii. the assessment and management of financial risks faced by the Council; iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually; iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and	SCC doesn't include v. due to having SCC Contract Procedure Rule's which includes information regarding tender thresholds. Retain SCC.
18b	Financial Regulations shall be reviewed regularly and at least annually.	18b	Financial Regulations shall be reviewed regularly and at least annually for fitness of purpose.	Retain SCC.
18c	Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps: i. a specification for the goods,	18c	The Procurement of Goods, Works and Services are subject to the Council's Contract Procedure Rules, and these should be referred to for all Procurement matters.	SCC procurement rules and processes are referred to in more detail in SCC Contract Procedure Rules.

	materials, services or the execution of works shall be drawn up; ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process; iii. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer; iv. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed; v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.			Retain SCC.
18d	Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.	N/A		SCC procurement rules and processes are referred to in more detail in SCC Contract Procedure Rules.

				Not required.
18e	**Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**	18d	**Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**	**Bold** – Adopt NALC.
				Add note as follows; *(Refer to SCC's Financial Regulations for further details regarding Financial Controls. SCC's Contract Procedure Rules provide further information regarding procurement procedures)*

19. HANDLING STAFF MATTERS

NALC ref	NALC model SOs 2025	SCC ref	SCC current SOs (v16)	HOC recommendation / with SMT consensus

19a	A matter personal to a member of staff that is being considered by a meeting of [Council] OR [the ( ) committee] OR [the ( ) sub-committee] is subject to standing order 11.	19a	A matter personal to a member of staff that is being considered by a meeting of Council or the ~~Personnel~~ Committee is subject to Standing Order 11.	Update committee name to; Governance, Policy & HR Committee. Otherwise adopt – NALC.
19b	Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of [the ( ) committee] OR [the ( ) sub-committee] or, if they are not available, the vice-chair (if there is one) of [the ( ) committee] OR [the ( ) sub-committee] of absence occasioned by illness or other reason and that person shall report such absence to [the ( ) committee] OR [the ( ) sub-committee] at its next meeting.	19c	Grievance and disciplinary matters will be dealt with in accordance with the Council's adopted policies.	Update as follows; Grievance, performance, capability and disciplinary matters will be dealt with in accordance with the Council's adopted policies. Adopt updated SCC.
19c	The chair of [the ( ) committee] OR [the ( ) sub-committee] or in their absence, the vice-chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of [the member of staff's job title]. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by [the ( ) committee] OR [the ( ) sub-committee].	N/A	Currently not included in SCC Standing Orders.	Included Scheme of Delegation, therefore not required.

19d	Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chair of [the ( ) committee] OR [the ( ) sub-committee] or in their absence, the vice-chair of [the ( ) committee] OR [the ( ) sub-committee] in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of [the ( ) committee] OR [the ( ) sub-committee].	N/A	Currently not included in SCC Standing Orders.	Referred to in Scheme of Delegation therefore not required.
19e	Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by [the member of staff's job title] relates to the chair or vice-chair of [the ( ) committee] OR [the ( ) sub-committee], this shall be communicated to another member of [the ( ) committee] OR [the ( ) sub-committee], which shall be reported back and progressed by resolution of [the ( ) committee] OR [the ( ) sub-committee].	N/A	Currently not included in SCC Standing Orders.	Not required, included in SCC Council's Grievance Policy and the Council's Disciplinary & Appeals Policy
19f	Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.	19d	~~Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.~~	Covered in Standing Order 11a and SCC policies to manage matters. Remove.
19g	In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).	N/A	Currently not included in SCC Standing Orders.	Covered in Standing Orders 11a and SCC policies to manage matters. Do not adopt.

20. RESPONSIBILITIES TO PROVIDE INFORMATION

NALC ref	NALC model SOs 2025	SCC ref	SCC current SOs (v16)	HOC recommendation / with SMT consensus
20 (intro)	*See also Standing Order 21.*	20 (intro)	*See also Standing Order 21.*	Retain cross-reference.
20a	**In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**	20a	**In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**	**Bold** – Adopt NALC
20b	[*If gross annual income or expenditure (whichever is higher) does not exceed £25,000*] **The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.** OR [*If gross annual income or expenditure (whichever is the higher) exceeds £200,000*] **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015**.	20b	**The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**	Option 2 correct **Bold** – Adopt NALC.

21. REPONSILBITLIES UNDER DATA PROTECTON LEGISLATION

NALC ref	NALC model SOs 2025	SCC ref	SCC current SOs (v16)	HOC recommendation / with SMT consensus
21 (intro)	Below is not an exclusive list. *See also Standing Order 11.*	21 (intro)	Below is not an exclusive list. *See also Standing Order 11.*	Retain cross-reference.
21a	The Council may appoint a Data Protection Officer.	21a	**The Council shall appoint a Data Protection Officer.**	Not required as **bold** text. Adopt – NALC.
21b	**The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**	21b	**The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**	Replace "his" with their" **Bold** – Adopt NALC.
21c	**The Council shall have a written policy in place for responding to and managing a personal data breach.**	21c	**The Council shall have a written policy in place for responding to and managing a personal data breach.**	**Bold** – Adopt NALC.
21d	**The Council shall keep a record of all personal data breaches comprising the facts relating to the breach, its effects and the remedial action taken.**	21d	**The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**	**Bold** – Adopt NALC.
21e	**The Council shall ensure that information communicated in its privacy notice(s) is easily accessible, available and kept up to date.**	21e	**The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**	**Bold** – Adopt NALC.
21f	**The Council shall maintain a written record of its processing activities.**	21f	**The Council shall maintain a written record of its processing activities.**	**Bold** – Adopt NALC.

22. RELATIONS WITH THE PRESS/MEDIA

NALC ref	NALC model SOs 2025	SCC ref	SCC current SOs (v16)	HOC recommendation / with SMT consensus

22a	Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.	22a	Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled ~~in accordance with the Council's policy in respect of dealing with the press and/or other media.~~	Update wording to; Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled by the Proper Officer. Adopt updated SCC. Also added to Scheme of Delegation.

23. EXECUTION AND SEALING OF LEGAL DEEDS

NALC ref	NALC model SOs 2025	SCC ref	SCC current SOs (v16)	HOC recommendation / with SMT consensus
23 (intro)	*See also Standing Orders 15b(xii) and 15b(xvii).*	23 (intro)	*See also Standing Orders 15bxii and xvii."*	Update reference to Proper Officer information *See also Scheme of Delegation 12e* – Update SCC.
23a	A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.	23a	A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.	Update in line with SCC officer authorisation limits; A legal deed is required for agreements of 3 years or above. A legal deed above SCC officer authorisation limits shall not be executed on behalf of the Council unless authorised by resolution at Full Council. - Adopt amended SCC text.

23b	**Subject to Standing Order 23a, the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.** *The above is applicable to a Council with a common seal.* OR **[Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.]** *The above is applicable to a Council without a common seal.*	23b	**Subject to standing order 23a, the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.**	**Bold** - Adopt NALC option 1.

~~24. COMMUNICATION WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS~~

NALC ref	NALC model SOs 2025	SCC ref	SCC current SOs (v16)	HOC recommendation / with SMT consensus
24a	An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.	24a	~~An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the Unitary Council representing the area of the Council.~~	Remove whole section. Not conducted.

24b	Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.	24b	~~Unless the Council determines otherwise, a copy of each letter sent to the Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.~~	Remove. Not carried out.

25. RESTRICTIONS ON COUNCILLOR ACTIVITES

NALC ref	NALC model SOs 2025	SCC ref	SCC current SOs (v16)	HOC recommendation / with SMT consensus
25a	Unless duly authorised no councillor shall: i. inspect any land and/or premises which the Council has a right or duty to inspect; or ii. issue orders, instructions or directions.	25a	Unless duly authorised no councillor shall: i) inspect any land and/or premises which the Council has a right or duty to inspect, or ii) issue orders, instructions or directions.	Update SCC wording; Unless duly authorised by the Proper Officer no councillor shall: i) inspect any land and/or premises which the Council has a right or duty to inspect, or ii) issue orders, instructions or directions to officers or iii) enter staff areas without business reason or out of office hours. - Adopt updated SCC.

26. URGENT MATTERS

NALC ref	NALC model SOs 2025	SCC ref	SCC current SOs (v16)	HOC recommendation / with SMT consensus
N/A	Not included in NALC Standing Orders.	26a	In the event of any matter arising which requires an urgent decision the Proper Officer shall consult the Leader of the Council, the Chairman and Vice Chairman of the relevant Committee and with the concurrence of those Members, shall have delegated power to implement the special delegation procedure on behalf of the Council.	In line with SCC's Special Delegation Procedure. Replace "chairman" with "chair" Retain SCC.
N/A	Not included in NALC Standing Orders.	26b	The special delegation forms shall be sent to the Leader of the Council and the Chairman and Vice Chairman of the committee where the issue would ordinarily have been considered. At least two of the three Councillors consulted must sign as approved for the action to be agreed.	In line with SCC Special Delegation Procedure. Replace "chairman" with "chair" Retain SCC.
N/A	Not included in NALC Standing Orders.	26c	Before exercising the delegated powers granted by paragraph 26a and b above, the Proper Officer and those members consulted shall consider whether the matter is of sufficient interest to justify the summoning of a special meeting of the appropriate committee and where a meeting is so summoned the committee concerned shall have delegated	Good governance safeguard. Ensures emergency powers are used only where necessary. Retain SCC.

			power to act on behalf of the Council in respect of the particular matter then under consideration.	
N/A	Not included in NALC Standing Orders.	26d	Any action taken under this Scheme of Delegation procedure must be recorded in writing and made available for inspection by any member of the Council. Full details of the circumstances justifying the urgency and of the action taken shall be submitted in writing to the next available meeting of the Committee concerned and of Full Council.	Strong transparency and accountability provision. Retain SCC.

27. THE LEADER OF THE COUNCIL, POLITICAL GROUPS & THE MAYOR/CHAIR – Add to heading

NALC ref	NALC model SOs 2025	SCC ref	SCC current SOs (v16)	HOC recommendation / with SMT consensus
N/A	Not included in NALC Standing Orders.	27a	The Leader of the Council may not also be the Chairman of the Council.	Update wording; The Leader of the Council or a political group may not also be the Chair of the Council. Provides separation of executive and civic leadership roles. Adopt updated SCC.

N/A	Not included in NALC Standing Orders.	27b	Members shall as soon as possible after being elected notify the Proper Officer to which Political Group, if any, they wish to belong.	Supports political group administration. Retain SCC.
N/A	Not included in NALC Standing Orders.	27c	The Political Groups will notify the Proper Officer of those Members appointed as Leader, Deputy Leader or Representative of each Group.	Administrative clarity. Retain SCC.
N/A	Not included in NALC Standing Orders.	27d	~~Formal communication from the Political Groups relating to the conduct of the Council's business will be undertaken by the Leader/Deputy Leader/Representative of each Political Group.~~	Does not take place. Remove.
N/A	Not included in NALC Standing Orders.	New 27e	The Chair of Salisbury City Council is entitled to be called the Mayor of the City of Salisbury.	Provides clarity that the Chair and Mayor of the council is the same person.
		New 27f	This role of Mayor must not be politicised for the duration of their time as Chair of the Council.	States that the mayoral role should not be politicised.
		New 27g	Mayoral nominations are in accordance with SCC's Order of Precedence and Civic Handbook.	Clarity regarding nominations.
		New 27h	The Mayoral role and duties will be conducted in accordance with the SCC's Civic Handbook.	Informs that the Mayoral role is civic.

28. SUBSTITUTE OR REPLACEMENT MEMBERS OF COMMITTEES AND SUBCOMMITTEES

NALC ref	NALC model SOs 2025	SCC ref	SCC current SOs (v16)	HOC recommendation / with SMT consensus
4d(v)	Council may appoint substitute members and determine terms of office.	28a	Before either a replacement or temporary substitution can take effect, a minimum of 5 days written notice in the case of a replacement and 24 hours written notice for temporary substitution, wherever possible, shall be given to the Proper Officer by a Group Leader, or his/her nominated representative.	SCC expands regarding written notice deadlines required for replacements or substitutions. Retain SCC.
N/A	Not included in NALC Standing Orders.	28b	A replacement shall continue in force until further notice.	Add how a replacement is confirmed, additional wording as follows; The replacement shall be confirmed at the next Full Council meeting to allow the membership to continue in force until further notice. Adopt updated SCC.
N/A	Not included in NALC Standing Orders.	28c	A temporary substitute shall apply for a particular meeting/meetings only.	Retain SCC.
N/A	Not included in NALC Standing Orders.	28d	At the beginning of the relevant meeting the Chairman shall advise the meeting of the details of the substitution or replacement. Details of substitutions or replacements will be minuted.	Currently the meeting Clerk or Corp team do this. Ensure this is a Chair's action at committees going forward. Replace "chairman" with "chair"

				Retain SCC.
N/A	Not included in NALC Standing Orders.	28e	The appointment of a replacement or substitute Member ~~under this Procedure Rule~~ shall be deemed to be an expression of the wishes of the Relevant Group and shall be deemed to be an appointment made by the Council.	No procedure document – remove "under this Procedure Rule" Adopt updated SCC.

29. QUESTIONS AND STATEMENTS BY MEMBERS

NALC ref	NALC model SOs 2025	SCC ref	SCC current SOs (v16)	HOC recommendation / with SMT consensus
N/A	Not included in NALC Standing Orders.	29a	A Member of the Council may ask the Chairman of a meeting any question or make a request to make a statement on any report item of a meeting submitted to the Council, whether for confirmation or for report.	Replace "chairman" with "chair" Update SCC.
N/A	Not included in NALC Standing Orders.	29b	A Member of the Council may: i) if notice in writing has been given to the Proper Officer at least one clear day before the next meeting of the Council, ask the Chairman of any meeting any question or make a statement on any matter in relation to which the Council has powers or duties or which affects the City, and ii) with the permission of the Chairman of any Committee put them any question or make a statement relating to urgent	Replace "chairman" with "chair" Amend; A Member of the Council may: i) if notice in writing has been given to the Proper Officer by 12 noon at least 1 clear day before the next meeting of the Council,

			business of which such notice has not been given, but a copy of any such question or statement shall be delivered to the Proper Officer not later than three o'clock in the afternoon of the day of the meeting.	1 clear day (Saturday) would require the question or statement to be submitted by 12 noon on the Friday before a Monday committee. Remove ii) urgent 3 o'clock. Doesn't allow the Proper Officer enough time to fully consider the question or statement and refer it to the Chair prior to the meeting. Update SCC.
N/A	Not included in NALC Standing Orders.	29c	The question or statement asked by the Member will be the question or statement submitted to the Proper Officer.	Retain SCC.
N/A	Not included in NALC Standing Orders.	29d	~~Every question shall be put and answered without discussion but the person to whom a question has been put may decline to answer.~~	Remove – move to 29e
N/A	Not included in NALC Standing Orders.	29e	An answer may take the form of: i) a direct oral answer, ii) where the desired information is in a publication of the Council or other published work, a reference to that publication, or iii) where the reply cannot conveniently be given orally, a written answer circulated later to	Add iv) but the person to whom a question has been put may decline to answer. Update SCC.

			the questioner within 10 working days.	
		New 29f	Should the matter concern the Proper Officer, then the above actions should be referred to the deputy to the Proper Officer.	**Governance, Policy & HR Committee recommendation** to include new section. Update SCC.
N/A	Not included in NALC Standing Orders.	29g	A Member asking a question under Standing Order 28b may ask one supplementary question without notice of the Member to whom the first question was asked. The supplementary question must arise directly out of the original question or the reply.	Typographical error. Should reference Standing Order 29b, not 28b. Amend and retain SCC.

NEW. PUBLIC QUESTIONS AND STATEMENTS – Add new section

NALC ref	NALC model SOs 2025	SCC ref	SCC current SOs (v16)	HOC recommendation / with SMT consensus
N/A	Not included in NALC Standing Orders.	3z	Public Questions or Statements: i) Members of the public who wish to ask a question or make a statement at a meeting shall give notice to the Proper Officer of the question it is intended to ask no later than 12 noon on the working day before the meeting. The question stated in the notice given to the Proper Officer shall be the question asked at the meeting. ii) The Chairman will call upon those wishing to speak in turn, each	Additional information regarding submitting and chairing of public questions and statements during meetings. Update “one” to “2” clear days. i) Members of the public who wish to ask a question or

			questioner being allowed to speak for a maximum of three minutes. Those wishing to speak shall state their name ~~and address.~~ iii) Answers to questions may take the form of: (1) a direct oral response, or (2) when the desired information is contained in a publication, a reference to that publication, or (3) when it is more convenient to do so a written answer after the meeting. (4) Every question shall be put and answered without discussion. viii) Questions or statements shall not be permitted that relate to the individual affairs of either the questioner or any other named person, but should only relate to matters of policy or practice, i.e. matters of a general nature rather than individual concern. ix) The Chairman shall not allow any question or statement that is in their opinion: (1) Defamatory, frivolous or offensive. (2) Requires the disclosure of exempt or confidential information. (3) Relates to complaints about individual Members or Officers	make a statement at a meeting shall give notice to the Proper Officer of the question it is intended to ask no later than 12 noon at least 1 clear day before the meeting. 1 clear day (Saturday) would require the question or statement to be submitted by 12 noon on the Friday before a Monday committee. Current SCC SO's 3z ix) three minutes contradicts SO 3g which states 5 minutes. Change to 5 minutes for continuity and accuracy. Replace "chairman" with "chair" Remove and address Adopt amendments and add to new SCC.

30. CONFIDENTIAL BUSINESS

NALC ref	NALC model SOs 2025	SCC ref	SCC current SOs (v16)	HOC recommendation / with SMT consensus
N/A	Not included in NALC Standing Orders.	30a	No member of the Council shall disclose to any person not a member of the Council any business declared to be confidential by the Council.	Retain SCC.
		New 30b		Add information regarding action if a breach occurs. New 30b Any breach will be recorded to the Monitoring Officer, reported during members annual reports to Full Council and reviewed by the Proper Officer. Adopt new SCC.
N/A	Not included in NALC Standing Orders.	30b	The content of any document or report circulated to members which are marked EXEMPT or PRIVATE & CONFIDENTIAL shall not be disclosed to any other person. ~~Such documents will usually be on pink paper.~~	Update to state; This information will be on documentation with a pink page background or printed on pink paper. Adopt updated SCC.
				Add note; *(Also refer to sections 3, 11 and 20 as required.)*

~~31. CANVASSING OF AND RECOMMENDATIONS BY MEMBERS~~

NALC ref	NALC model SOs 2025	SCC ref	SCC current SOs (v16)	HOC recommendation / with SMT consensus
N/A	Not included in NALC Standing Orders.	31a	~~If a candidate for any appointment under the Council is, to their knowledge, related to any Member of, or the holder of any office under the Council, they and the person to whom they is related shall disclose the relationship in writing to the Proper Officer.~~	Preventative measures are already in place due to the presence of SCC Policies. REMOVE whole OF section 31.
N/A	Not included in NALC Standing Orders.	31b	~~A candidate who fails to do so shall be disqualified for such appointment and if appointed, may be dismissed without notice. The Proper Officer shall report to the Council or to the appropriate Committee or Sub-Committee any such disclosure. Where a relationship to a Member is disclosed, the Standing Orders on interests of Members in contracts and other matters shall apply.~~	
N/A	Not included in NALC Standing Orders.	31c	~~Canvassing of Members or of any Committee, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment.~~	
N/A	Not included in NALC Standing Orders.	31d	~~A Member of the Council shall not solicit for any person any appointment under the Council or recommend any person for such appointment or for promotion; but nevertheless, a Member may give a~~	

			~~written testimonial of a candidate's ability, experience or character for submission to the Council with an application for employment.~~	
N/A	Not included in NALC Standing Orders.	31e	~~Standing Orders 31 parts shall apply to tenders as if the person making the Tender were a candidate for any appointment.~~	

32. STANDING ORDERS GENERALLY

NALC ref	NALC model SOs 2025	SCC ref	SCC current SOs (v16)	HOC recommendation / with SMT consensus
26a	All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.	32a	All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.	Same – Adopt NALC.
26b	A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least (FILL) councillors to be given to the Proper Officer in accordance with standing order 9.	32b	A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 3 councillors to be given to the Proper Officer in accordance with Standing Order 9.	SCC inserted number of councillors as 3. Retain 3 and adopt NALC.
26c	The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.	32c	The Proper Officer shall provide a copy of the Council's standing orders to a councillor ~~as soon as possible.~~	Amend wording; The Proper Officer shall provide a copy of the Council's standing orders to a councillor once elected or when changes are made to Standing Orders.

				Adopt updated SCC wording.
26d	The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.	32d	The decision of the chairman of a meeting as to the application of Standing Orders at the meeting shall be final.	Update; The decision of the chair of a committee meeting as to the application of Standing Orders at the meeting shall be final. Adopt updated SCC.